Ugnayan at Patnubay

UP Diliman COVID-19 Student Handbook
Office of the Vice Chancellor for Student Affairs
May 2021.

bit.ly/UPD21UatP
ovcsa.upd.edu.ph
fb.com/ask upd
A year after the first cases in the Philippines and the first declaration of community quarantine, the recent resurgence of COVID-19 cases as well as emergence of new variants of the virus has caused fear and panic across the nation.

Similarly, students, faculty, and staff of UP Diliman have endured so much: a number of our beloved faculty have fallen to the virus; many of our staff and students have been infected or continue to be exposed to the virus in various ways; others have lost friends and loved ones, and continue to fear for themselves and others on top of the compounded anxieties of quarantine, economic instability, academic responsibility, and general insecurity caused by experiences of neglect, violence, impunity, red-tagging, and other threats.

Key to our collective coping during this time is access to correct information.

To provide this for UP Diliman students, this handbook collates information on public health measures, applicable laws and guidelines, and support services and programs for students offered by the University. Believing in a holistic approach to health, as students are affected not only by COVID but also by general academic concerns and issues, the UPD Office of the Vice Chancellor for Student Affairs has assembled such information in two parts:

1. guidelines for UP students on COVID response; and
2. reintroduction of UPD support services for academic support, financial support, mental health and wellbeing, and student discipline.

We hope that these will help to reassure and guide students in making informed decisions and getting the help and support that they need, wherever they are and whatever their circumstances.

As a University, we are continuously evaluating our guidelines and protocols to ensure that compassionate policies are being implemented, and that honor comes first before excellence.

Through this pandemic, UP will stand together, and UP will fight.
When COVID-19 Hits Home

The resurgence of COVID-19 cases in the country, especially in the NCR+ Bubble, has again challenged the healthcare capacity of the region. A number of hospitals and primary health care facilities have already reached their full capacity and can no longer accept COVID-19 positive patients. As such, home care management has become an option for the 98.4%1 of the active cases that are asymptomatic or have mild symptoms; however, it must be noted that home care management should be on the advice of a healthcare professional.

UPD students experiencing COVID-19 symptoms, exposure, or infection, or need advice on home care management, may seek professional advice through university health services.

1. **Consult the UP Health Service or Silungang Molave regarding your COVID situation.**
   Wherever you are in the country, the UHS' and SiM’s telemedicine services are open for consultation and advice. If you are seeking isolation or testing on the basis of symptoms, you may consult first with our university doctors through the UPHS website. You may also seek advice on home care and management with our doctors.

2. **Know your Barangay Health Emergency Response Team’s (BHERT) contact details.**
   As provided in the University Health Care law, each household is assigned under the coverage of a BHERT that is mandated to ensure access to emergency care and public healthcare services, including PhilHealth-covered COVID-19 services, immunization, and medical consultation.

3. **Get proper information from reliable sources.**
   The amount of information online can be overwhelming. For UP Diliman students, we highly recommend following updates on the University’s COVID response and appropriate health information from the official pages of UP Diliman, the University Health Service, and the Philippine General Hospital.

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<th></th>
<th>Email</th>
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<th>Website</th>
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<tbody>
<tr>
<td>University Health Service</td>
<td><a href="mailto:uhs.updiliman@up.edu.ph">uhs.updiliman@up.edu.ph</a></td>
<td>8981-8500 loc 2702 for emergencies or urgent concerns: 8981-8500 loc. 111</td>
<td>uphs.appointlet.com</td>
</tr>
</tbody>
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For students, staff, and faculty managing COVID exposure at home, the following are the most important considerations:

- Who can be considered for home care?
- What is the difference between “quarantine” and “isolation”?
- What are the minimum qualifications of a home to ensure effective isolation?
- How can caregivers prevent and control infection?
- How can caregivers properly monitor the clinical evolution of a patient?
- What should be the contents of a COVID home care kit?

These are covered in Dr. Anna Lisa T. Ong-Lim in-depth discussion on “Home Care for Mild Cases of COVID-19” in a webinar organized by the PGH Ministry of Santuario de San Antonio Parish of Makati on April 10, 2021.

For your guidance, please access this resource by following the links:

View the infographics.

Listen to the webinar/lecture.

Read the reference guidelines from the World Health Organization.
When Struggling with Studies (Academic Concerns)

The COVID 19 pandemic has forced academic institutions to shift to remote learning because of the home and community quarantine and physical distancing necessitated by the health crisis to prevent transmission of the virus. Educators and students alike, who are used to face-to-face classes, suddenly need to fully adapt into an online learning environment, despite unevenness in resources and technological competencies.

On top of the anxieties brought about by the pandemic, UP students also feel the added pressure of academic responsibilities in the university.

1. **Communicate clearly with your professors.**

   In a remote setup, because of the lack of extralingual information such as body language or physical absence, it is important to articulate and communicate experiences that affect your class performance to your professors/instructors.

   ○ Clarify the essential/core lessons and supplementary lessons of the course.
   ○ Be honest and straightforward. Communicate respectfully feedback you may have on the conduct of the class.
   ○ Inform your professors of your access or limitations in terms of gadgets and their capabilities [see available financial support services](#).
   ○ Use your UP Mail (@up.edu.ph or @upd.edu.ph) for easier academic community identification and for security.
   ○ Observe proper netiquette. When emailing, indicate a proper subject heading and enable grammar and spelling check if available. Read your messages twice before sending them. Observe the tone of your message, make sure attachments are included, and double-check that you are sending it to the right person.
   ○ If you will not be able to submit your requirement on time, inform your class instructor with your reasons, as much as possible before the deadline and not after.
   ○ Observe class hours or work hours (8:00-5:00pm) when emailing. Your professors need to rest as well. If unavoidable to write emails after hours, make use of the “schedule send” feature to send your message the following day.

   If you find it difficult to speak with your professors, consider communicating your concerns to the department chair, the college dean/unit director, the Office of the Vice Chancellor for Academic Affairs ([ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph)), or the Office of the Vice Chancellor for Student Affairs ([ovcsa.upd@up.edu.ph](mailto:ovcsa.upd@up.edu.ph)).

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2 Tips are derived from Prof. Jon Paul Maligalig’s (College of Education) and Prof. Gabriela Lee's (College of Arts and Letters) presentations during the “Pero Bakit Parang Galit Ka? Pero Bakit Parang Kasalanan Ko?: Communication Skills” installment of the Surviving Long Distance / Remote Learning webinar series.

3 If you have not yet secured your UP Mail, please get in touch with the UP Computer Center ([helpdesk@upd.edu.ph](mailto:helpdesk@upd.edu.ph); [computer.center@upd.edu.ph](mailto:computer.center@upd.edu.ph)).
2. **Learn how to rest.**

   ○ Do your best to follow a routine or schedule. Include your family in the planning. Explain the amount of workload that you have.
   ○ Include “free time” or “me time” in your schedule. Use this time to rest or do the things you love like watching series, playing video games, exercising, drawing, etc.
   ○ Reward yourself after finishing a task or a requirement. It may be a 5-minute coffee break, eating your favorite snacks, playing video games, or watching a movie.
   ○ When feeling overwhelmed with tasks, take a moment to relax and do breathing exercises or listen to guided meditation podcasts.

3. **Follow memoranda and updated guidelines on academic policies.**

   Always check your UP Mail for memos on updated academic guidelines and policies. Because policies during the remote learning setup are decided iteratively, it is imperative for students to keep track of memos and guidelines to inform their decisions on matters that may affect academic performance, including grading, unit loading, dropping, class modes, etc.

   Students may make reference to these memoranda whenever they need to communicate feedback, solicit permissions, appeal for consideration, or report to higher offices (e.g. the Department Chair, the Dean, the Vice Chancellor for Academic Affairs, or the Vice Chancellor for Student Affairs).

   You may also send questions through the AskUPD Student Helpdesk (ask.upd@up.edu.ph).

4. **Consult the correct channels for clarification on academic policies.**

   We encourage students to follow the pages below in any social media platform to stay abreast of announcements and updates:

   - [University of the Philippines](https://www.up.edu.ph) (for UP system policies)
   - [UP Diliman](https://www.upd.edu.ph) (for UP Diliman policies, programs, events, and updates)
   - [UP Diliman Office of the Vice Chancellor for Student Affairs](https://www.upd.edu.ph/vice-chancellor)
   - [UP Office of the Student Regent](https://www.up.edu.ph/student-regent)
   - [AskUPD Student Helpdesk](https://www.up.edu.ph/askupd)

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4 Tips derived from “Study at Home: Paano nga ba?” infographic of UPD PsycServ. Check their other infographics here [https://www.facebook.com/updpsycserv/posts/1219504298481379](https://www.facebook.com/updpsycserv/posts/1219504298481379)
When Facing Discrimination

Discrimination in the Community

Students who experience economic difficulties or discrimination in their communities (e.g. home, barangay, subdivision, village) because of COVID-related stigma must recall that there are guidelines in place to protect them and their families.

The following are some reminders backed up by provisions indicated in Section 8: General Provisions of the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines (as of April 3, 2021), to be enacted by all LGUs and violations addressed in a fair and humane manner:

- **You are entitled to a grace period for delayed loan payments.**

  All banks, quasi-banks, financing companies, lending companies, and other financial institutions, public and private, including the Government Service Insurance System, Social Security System and Pag-ibig Fund, are directed to implement a minimum of a thirty (30)-day grace period from due date or until such time that the ECQ or MECQ is lifted, whichever is later, for the payment of all loans, including but not limited to salary, personal, housing, and motor vehicle loans, as well as credit card payments, falling due within the period of ECQ and MECQ, and without incurring interests, penalties, fees, or other charges. Persons with multiple loans shall likewise be given a minimum thirty (30)-day grace period from due date or until such time that the ECQ or MECQ is lifted, whichever is later, for every loan.

- **You are entitled to a grace period for delayed rent payments.**

  For residential and commercial rents falling due within the duration of the ECQ, MECQ, and GCQ, on residential lessees and micro-, small, and medium enterprises (MSMEs) and sectors not permitted to operate during said period, a grace period of thirty (30) days from the last due date or until such time that the community quarantine is lifted, shall be observed, whichever is longer, without incurring interests, penalties, fees, or other charges.

- **Discriminatory acts can be reported and penalized.**

  Acts of discrimination such as, but not limited to, coercion, libel, slander, physical injuries and the dishonor of contractual obligations such as contracts of lease or employment inflicted upon healthcare workers, government frontliners, repatriated OFWs and returning OFs, and COVID-19 cases whether confirmed, recovered or undergoing treatment, as well as suspect and probable cases, shall be dealt with criminally, civily, and/or administratively.

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LGUs are enjoined to issue the necessary executive orders and/or enact ordinances prohibiting and penalizing these discriminatory acts.

**Discrimination in Healthcare Facilities**

When you experience different forms of discrimination in healthcare facilities remember that the following laws exist to protect you:

**Republic Act No. 7277: An Act Providing for the Rehabilitation, Self-Development, and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes**

Section 2 states that disabled persons have the same rights as others to take their proper place in society. They should be able to live freely and as independently as possible. This must be the concern of everyone—the family, community and all government and non-government organizations. Disabled persons’ rights must never be perceived as welfare services by the Government.

Section 20 recognizes that the State shall protect and promote the right to health of disabled persons and shall adopt an integrated and comprehensive approach to their health development which shall make essential health services available to them at affordable costs.

**Republic No. 9710: Magna Carta of Women**

Section 10 states that women have the right to protection and security in times of disasters, calamities, and other crisis situations, especially in all phases of relief, recovery, rehabilitation, and construction efforts. The State shall provide for immediate humanitarian assistance, allocation of resources, and early resettlement, if necessary. It shall also address the particular needs of women from a gender perspective to ensure their full protection from sexual exploitation and other sexual and gender-based violence committed against them. Responses to disaster situations shall include the provision of services, such as psychosocial support, livelihood support, education, psychological health, and comprehensive health services, including protection during pregnancy.

Section 17 indicates that the State shall, at all times, provide for a comprehensive, culture-sensitive, and gender-responsive health services and programs covering all stages of a woman’s life cycle and which addresses the major causes of women’s mortality and

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Discrimination in Obtaining Vaccination

The National Immunization Technical Advisory Group (NITAG) created a priority list for vaccination. You can use this as a guide when getting vaccinated.

A1: Frontline workers in health facilities (both national and local, private and public), health professionals and non-professionals (ex. students, nursing aides, janitors, barangay health workers, etc.)
A2: Senior citizens aged 60 years old and above
A3: Persons with comorbidities not otherwise included in the preceding categories
A4: Frontline personnel in essential sectors, including uniformed personnel and those in working sectors identified by the IATF as essential during ECQ
A5: Indigent populations not otherwise included in the preceding categories

B1: Teachers, social workers
B2: Other government workers
B3: Other essential workers
B4: Socio-demographic groups at significantly higher risk other than senior citizens and indigent people
B5: Overseas Filipino Workers
B6: Other remaining workforce
C: Rest of the Filipino population not otherwise included in the above groups

Get more information on vaccination as well as updates on UP’s vaccination programs from the [UP CHK-QC Vaccination Site (Bakunahan sa Diliman)](https://doh.gov.ph/sites/default/files/health-update/NITAG-RESO3.pdf).
STUDENT SERVICES

To better guide students in dealing with the difficulties brought by the COVID-19 Pandemic, we are presenting you with the compilation of programs and services that you may remotely avail and the contact information of offices/units in-charge of these services. Students who are still unsure on which office to approach or those whose concerns are not addressed by the following services may seek assistance from the AskUPD Student Helpdesk at bit.ly/kapitlapit or ask.upd@up.edu.ph.

Academic Support

Office of the Vice Chancellor for Academic Affairs (OVCAA)

*Head: Prof. Ma. Theresa Payongayong*

*Contact:* ovcaa.upd@up.edu.ph; (02) 8928-5107; (02) 8981-8500 loc. 2586, 2583

*Website:* ovcaa.upd.edu.ph

OVCAA is mandated to coordinate the curricular, instructional, extension, library and other academic programs in UP Diliman with the goals of (1) fostering a nurturing and enabling environment, (2) achieving academic excellence and professionalism, and (3) observing the elements of good governance: transparency, accountability, participation, predictability.

Office for the Advancement of Teaching (OAT)

*Director: Assoc. Prof. Jose Antonio Clemente, PhD*

*Contact:* ovcaa.oatdiliman@up.edu.ph; (02) 8981-8500 loc. 2562; 09499313627

*Website:* oat.upd.edu.ph

OAT is dedicated to serve UP Diliman educators—teachers who make quality education a reality by creating enriching learning experiences, providing insights that provoke creative and critical thought, and mentoring talented scholars striving to become the best in their field. They provide valuable information resources for the University’s faculty and academic staff.

Office of International Linkages (OIL) Diliman

*Director: Prof. Carlene Pilar-Arceo, PhD*

*Contact:* international.upd@up.edu.ph; (02) 8981-8500 loc. 2561

*Website:* international.upd.edu.ph
OIL creates engagements with international networks of scholars and educational institutions to enhance UP Diliman’s presence in the international academic community. If you are interested in applying for student exchange programs & scholarships, they’re the office who provides information about available internships or study exchange applications and scholarship opportunities.

**National Service Training Program (NSTP) Diliman**

*Director: Asst. Prof. Dennis F. Quilala*
*Contact: nstp.upd@up.edu.ph; (02) 8981-8500 loc. 4525*
*Website: nstp.upd.edu.ph*

UP’s NSTP program promotes and upholds honor and excellence in the service of the people through relevant and transdisciplinary projects that nurture volunteerism within the UP community. All students are required to finish the NSTP in their curriculum. They can choose service through the Reserve Officers’ Training Corps (ROTC), Literacy Training Service (LTS), or Civic Welfare Training Service (CWTS). If you have concerns about NSTP, you may read their FAQs or email them through the indicated address.

**General Education Center (GEC)**

*Director: Assoc. Prof. Nancy Kimueall-Gabriel, PhD*
*Contact: gec.ovcaa.upd@up.edu.ph; (02) 8981-8500 loc. 2060*
*Website: gec.upd.edu.ph*

The GEC’s mission is to help and unify the implementation of the GE Program, coordinate resources, and support GE-related research and development. If you have concerns about GE substitution and accreditation, they are the office that can answer your questions.

**Office of Field Activities (OFA) Diliman**

*Director: Asst. Prof. Arlyn Macapinlac*
*Contact: ofadiliman@up.edu.ph; (02) 8981-8500 loc. 2509*
*Website: ofa.upd.edu.ph*

OFA Diliman is mandated to ensure the safe and relevant implementation of local academic field activities (AFA) by the University. Their main functions revolve around (1) ensuring that AFAs are conducted in accordance with the course curriculum and of the University policies, (2) supporting academic units in the conduct of AFAs, and (3) coordinating with local institutions for the provision of internships and other AFAs.
Interactive Learning Center (ILC) Diliman

Director: Asst. Prof. Lorelie Grepo-Jalao  
Contact: ilcdiliman@up.edu.ph; (02) 8920-9556; (02) 8981-8500 loc. 2058  
Website: ilc.upd.edu.ph

ILC Diliman manages UP’s main learning management system, the University Virtual Learning Environment (UVLE). Those who have inquiries regarding UVLE may contact them through their helpdesk. ILC has also compiled a database of helpful learning resources here.

University Library (UL) Diliman

University Librarian: Ms. Elvira Lapuz  
Contact: library.updiliman@up.edu.ph; (02) 8981-8500 loc. 2852, 2856  
Website: mainlib.upd.edu.ph

In the transition to remote learning, the University Library Diliman has updated their guidelines on how to access local library sources and the online database subscriptions of the University. They also developed Tuklas which integrates the circulation books, academic journals, theses and dissertations, archival documents, and articles from local newspapers, magazines, and journals managed by UP Diliman libraries. If you have trouble accessing database subscriptions such as EBSCO and Emerald, you may use OpenAthens which allows access to these resources off-campus; just follow the steps here.

If you have questions that cannot be answered by readily available resources or you have specific queries on an information resource, you may reach UP’s reference librarians through Ask-A-Librarian.

Office of the University Registrar (OUR) Diliman

University Registrar: Assoc. Prof. Maria Vanessa L. Oyzon  
Contact: our.diliman@up.edu.ph; (02) 8927-6084, (02) 8981-8500 loc. 4551, 4552, 4553  
Website: our_upd.edu.ph, crs.upd.edu.ph

The OUR Diliman handles the administration of academic processes in the University concerning (1) Admission, Registration, & Clearance; (2) Student Records, Student Evaluation, and Issuance of Transcripts; and (3) the Academic Information System with the Computerized Registration System.

Visit the OUR website to check for information on admissions, application for UP ID, enrollment, refunds and matriculation, change of matriculation, dropping, grade removal, leave of absence (LOA), absence without leave (AWOL), changes to your student record, application and clearance for graduation, computation of general weighted average (GWA),
transcripts of records, and certificates of graduation. For quicker access to information, make sure to consult their FAQs first before you channel your specific concern through the OUR Helpdesk.

Diliman Learning Resource Center (DLRC)

Director: Asst. Prof. Dan Anthony Dorado
Contact: lrc.upd@up.edu.ph; (02) 8981-8500 loc. 4622
Page: @lrc.upd

The DLRC provides academic support services to students through free review materials and peer tutorials in Mathematics, Biology, Chemistry, Physics, and Languages; the Bridge Program for Freshies; and your go-to support community during midterms and finals, the (e)Kapihan sa Diliman. These programs are now offered virtually such as the tutorials sessions via UVLE, and online learning community in Discord.

DLRC also extends its services by providing free slots in Massive Open Online Courses (MOOCs) such as Coursera, edX, and Study.com. Follow their Facebook page for study tips, event announcements, and special programs.

Financial Support and Grant Programs

Office of Scholarships and Grants (OSG)

Officer-in-Charge: Prof. Teresita Villamor-Barrameda, DSD
Contact: osg.upd@up.edu.ph; (02) 8981-8500 loc. 4504, 4505, 4506
Page: @UPDilimanOSG

OSG provides various financial assistance to the Iskolar ng Bayan. Their goal is to alleviate the financial constraints that students may experience in their stay in the University. Interested in availing financial assistance? Set up your Student Learning Assistance System (SLAS) account, and you can use the information in your account to apply in various OSG programs. What programs are available? Here they are:

Grants-in-Aid Program (GIAP)

Contact Person: Aileen Reyes, Armando de Leon
Contact: sts.diliman@up.edu.ph; (02) 8981-8500 loc. 4505
GIAP is a partial or full tuition subsidy that offers assistance to miscellaneous fees and monthly stipend of students. It is available for undergraduate, law, and medicine students with annual income below Php 80,000.

**Student Loan Program**

*Contact Person: Ramona de la Paz, Manuel Serrano*
*Contact: osgstudentloan.upd@up.edu.ph; (02) 8981-8500 loc. 4505*

There are five types of student loans available:

1) **Tuition Fee Loan** covers up to 100% tuition loan and is available for ALL UP Diliman students, excluding cross-enrollees and those taking CPE courses. This can be availed DURING the registration period until the last day of payment for the semester. How to apply? Create your SLAS account and prepare the following documents:
   a) 1x1 ID Photo
   b) GSIS/SSS ID (or any valid ID) of parent / relative as co-debtor

2) **Short Term Cash Loan** amounts to Php 3,000 per semester available to all enrolled Filipino undergraduate and graduate students. This can be availed one month AFTER the registration period. To apply, prepare the following document:
   a) UP Form 5
   b) 1x1 ID
   c) GSIS / SSS ID (or any valid ID) of co-debtor
   d) Photocopy of your UP ID (if available)

3) **UPAA Sacramento & Vicinities, USA Student Loan Fund** amounts to Php 5,000 per semester, available to undergraduate Filipino students with good moral and scholastic standing. Available AFTER the registration period, the requirements to apply are the following documents:
   a) Validated Form 5
   b) True Copy of Grades or CRS printout of grades
   c) Good moral certification from Office for Student Ethics
   d) 1x1 ID and Photocopy of UP ID
   e) GSIS / SSS ID (or any valid ID) of parent/relative as co-debtor

4) **CHED-Centers of Excellence (COE) Student Loan** is amounting to Php 5,000 per semester available to undergraduate Filipino students with good moral and scholastic standing. It can be availed AFTER the registration, with required documents:
   a) Student’s enrollment in CHED-identified COE courses in UP Diliman
   b) Validated Form 5
   c) True Copy of Grades or CRS Grade printout
   d) Good moral certification from Office for Student Ethics
   e) 1x1 ID and Photocopy of UP ID
f) GSIS / SSS ID (or any valid ID) of parent/relative as co-debtor

5) **CHED-Student Assistance Fund for Education (SAFE) Loan** is a Php 5,000 loan per semester available to undergraduate Filipino students with good moral and scholastic standing. It can be availed AFTER the registration, with required documents:
   a) Student’s enrollment in CHED-priority courses (CMO) in UP Diliman
   b) Validated Form 5
   c) True Copy of Grades or CRS Grade printout
   d) Good moral certification from Office for Student Ethics
   e) 1x1 ID and Photocopy of UP ID
   f) GSIS / SSS ID (or any valid ID) of parent/relative as co-debtor

**Adopt-a-Student Program**

*Contact Person: Charisma Faith Velasco*
*Contact: osgadopt.upd@up.edu.ph; (02) 8981-8500 loc. 4505*

This program is exclusive for low-income students who may have lost their grants due to academic standing or other matters, or those whose current grants/benefits are not sufficient to cover their needs. Adopt-a-Student Program a minimum monthly allowance of Php 2,000. To apply for the program:

1) write a letter of financial need addressed to the Diliman Committee for Scholarships and Financial Assistance; then
2) request for the endorsement of the letter from your Dean or Adviser; and, finally,
3) send the endorsed letter to the email address osgadopt.upd@up.edu.ph.

**Student Insurance**

*Contact Person: Leo Angelo Vargas*
*Contact: osginsurance.upd@up.edu.ph; (02) 8981-8500 loc. 4505*

All students covered by and eligible for the RA 10931 are covered by the annual insurance policy for medical expenses for injuries from accidents. You can report an incident and file for claims within 30 days from the date of the incident.

**Financial Assistance for Student Contingencies Program (FASCP)**

*Contact Person: Charisma Faith Velasco*
*Contact: osgadopt.upd@up.edu.ph; (02) 8981-8500 loc. 4505*
All officially registered Filipino students of UP Diliman and its extension campuses and programs (including K-12 students), undergraduate and graduate students, cross-registrants, Juris Doctor students, those enrolled for a second degree, in diploma and certificate courses, are eligible for financial assistance for medical expenses incurred due to accidents and illnesses for the duration of the COVID-19 pandemic.

Medical expenses subject to reimbursement include:

● Diagnostic examinations
● Medications
● Hospital fees such as OR fees and for accommodation.

Professional fees will not be reimbursed.

Financial assistance shall be given on a reimbursement basis, net of Philhealth and other health insurances, not to exceed ₱20,000.00 per student per academic year.

Submit the following requirements through bit.ly/OSGfascp and email the contact details provided above:

● Medical certificate and/or Clinical Abstract
● Original official receipts with itemized breakdown of expenses
● Validated Form 5 (Registration Form with OR number for UPIS students)

**Student Assistantships and Graduate Assistantships Program (SAGA)**

*Contact Person: Arche Quijano*
*Contact: osgsaga@up.edu.ph; (02) 8981-8500 loc. 4505*

SAGA is a financial aid program granting cash to students for their work rendered to the University. The total amount to not exceed 120 hours per month, with stipend at Php 60 / hour for undergraduate students, Php 100/hour for MA students; and Php 140/hour for PhD students. SAGA applications are done through the hiring unit with available positions.

**Scholarship and Grants**

*Contact Person: Roselle Reyes, Ma. Luisa Barrera, Jonathan Barlaan*
*Contact: osgscholarship upd@up.edu.ph; (02) 8981-8500 loc. 4505*

OSG provides information about scholarship applications available. There are UP-funded, government-funded, and privately funded scholarships. Application requirements and timelines vary. Follow updates through https://www.facebook.com/UPDilimanOSG.
UP DOST Core Group

*Contact Person: Billy Joseph Bautista*
*Contact:* dostcoregroup.upd@up.edu.ph

The UP-DOST Core Group oversees yearly activities meant to enhance the performance of DOST scholars in UP Diliman. The office maintains a monitoring system to facilitate tracking of the scholars’ academic status, and also serves as liaison office for the facilitation of the release of ₱7,000 monthly stipends, book allowance and tuition fee subsidies.9

Office of Student Housing (OSH)

*Officer-in-Charge: Prof. Sarah Lumba-Tajonera*
*Contact:* osh.updiliman@up.edu.ph; (02) 8981-8500 loc. 4510
*Page:* @updOSH

UP provides comfortable, accessible, and affordable accommodations for underprivileged students and students from far provinces through the Office of Student Housing. OSH participates in the pandemic response by providing temporary housing for students, staff, and faculty in need. Such requests may be channeled through the OSH email.

For A.Y. 2020-21, regular requirements have been suspended and dorm guidelines updated because of the pandemic and remote learning setup. Below is the current list of options for specific categories of students. These classifications are being strictly followed to uphold zoning protocols.

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<thead>
<tr>
<th>Residence Hall</th>
<th>Level</th>
<th>Gender</th>
<th>Additional Category</th>
<th>Capacity per room</th>
<th>Monthly base rate (Php)</th>
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<tbody>
<tr>
<td></td>
<td>UG G</td>
<td>M F Co-Ed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acacia</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td>incl. international studs</td>
<td>3</td>
<td>3,000</td>
</tr>
<tr>
<td>Balay Atleta</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td>vsarsity only</td>
<td>free lodging</td>
<td></td>
</tr>
<tr>
<td>Centennial 1</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td>incl. international studs</td>
<td>4 / 6</td>
<td>1,500</td>
</tr>
<tr>
<td>Centennial 2</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td>incl. international studs</td>
<td>4 / 6</td>
<td>1,500</td>
</tr>
<tr>
<td>Ilang-ilang</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
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<tr>
<td>International Center</td>
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<td>✓ ✓ ✓</td>
<td>international students only</td>
<td>2 (M); 3 / 2 (F)</td>
<td></td>
</tr>
<tr>
<td>Ipil</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
<td>2</td>
<td>350</td>
</tr>
<tr>
<td>Kalayaan</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td>freshmen only</td>
<td>2 (M / F)</td>
<td>500</td>
</tr>
<tr>
<td>Kamagong</td>
<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
<td>4</td>
<td>2,250</td>
</tr>
</tbody>
</table>

Highlighted dorms are still under renovation or are currently being used for a different purpose (e.g. for isolation).

### University Food Service (UFS)

*Officer-in-Charge: Asst. Prof. April Perez*

*Contact: ufs upd@up.edu.ph; (02) 8981-8500 loc. 4638; 09270657206*

*Page: @UFSCafeofficial*

UFS provides affordable, healthy, and wholesome food for the UP Community, offering 50-peso value meals, baked goods, and various snacks. Their menus are planned by professional nutritionists and dietitians to ensure that each recipe is balanced and contains the right intake amount of vitamins and minerals. UFS has remained active throughout the pandemic to provide food for students, faculty, and staff who remain in the campus, including stayers at Silungang Molave.

### Grant Programs for Research

**Office for Initiatives in Culture and the Arts (OICA)**

*Director: Prof. Cecilia De La Paz, PhD*

*Contact: oica upd@up.edu.ph; (02) 8981-8500 loc. 2659, 2660*

*Website: oica.upd.edu.ph*

The UPD Office for Initiatives in Culture and the Arts (OICA) advances UP Diliman to the forefront of artistic and cultural engagement in the local and global communities through its programs on *Artist Support, Audience Development, Venue Development, and Cultural Exchange*. If you are interested to apply for awards, grants, and scholarships, they offer the following opportunities:

1. Financial Grants to organization projects on culture and arts
2. UPD Honorific Awards for Student Performing Arts Groups (HASPAG)
3. UPD Performing Arts Scholarship Program (PASP)
4. UPD Visual Arts and Cultural Studies Program (VACSSP)
5. UPD Creative and Critical Thesis Grant in the Arts, Culture, and Humanities (CCTGACH)
Office of the Vice Chancellor for Research and Development (OVCRD)

Head: Prof. Gonzalo Campoamor II, PhD  
Contact: ovcrd@up.edu.ph; (02) 8981-8500 loc. 4048, 4049  
Website: ovcrd.upd.edu.ph

OVCRD promotes and enhances the Research & Development undertakings by and in the University of the Philippines Diliman through grants offered to support research & development projects of UPD students and professors.

Health and Wellbeing

Medical Support Services

University Health Service (UHS)

Director: Dr. Myrissa Alip  
Contact: uhs updiliman@up.edu.ph; (02) 8981-8500 loc. 2702 (Telemed), 111 (Emergency)  
Page: @UPDHealthService; uphs.appointlet.com

To promote health and wellness of members of the UP Community, UHS provides comprehensive primary care services through a responsive emergency room and ambulance service, an outpatient service with ready access to multispecialty care, a primary care in-patient service, a well-designed public health care program to suit the needs of the UP Community, and upgraded diagnostic and ancillary service. Free medicines for urgent cases and tetanus toxoid vaccination are also available with UHS. Urgent cases are urged to call rather than schedule an appointment.

UHS is also involved in the dispensation of the Financial Assistance for Student Contingencies Program (FASCP) for reimbursement of medical expenses (see Financial Assistance).

Silungang Molave (SiM)

Facility Manager: Dr. Jesusa T. Catabui  
Contact: uhs updiliman@up.edu.ph; (02) 89818500, loc 4611, 0921555447/09272540360

Silungang Molave (Sim), Community Isolation Unit in UP Diliman, a 24/7 facility with a 39-bed capacity: 20 for mild COVID-19 cases and 19 for suspected and probable cases.

Patients who want to be admitted can visit or call the UPHS Emergency Room (ER) at 8981-8500 local 111 for initial screening with priority given to UPD constituents (students, faculty, administrative staff, REPS and their dependents) and residents of Barangay UP Campus. Patients
referred by nearby barangays may also be considered. Regardless of origin, all patients for admission shall undergo prior screening at the UPHS.

**Mental Health Support Services**

**UPD PsycServ**

*Director: Dr. Violeta Bautista*

*Contact: psycserv upd at up edu ph; 09167573157*

*Page: @updpsycserv*

To address the needs of students for services catering to their mental health and psychosocial wellbeing, UP PsycServ provides free psychosocial support services to members of the UP Community. During the pandemic, PsycServ expanded their services further through having a telepsychotherapy service and providing a Mental Health Resource Center at [https://bit.ly/PsycServRC](https://bit.ly/PsycServRC) to help the UP Community adjust to the remote work and learning environment. For emergency MH cases, please call UPS PsycServ through mobile.

**Office of Counseling and Guidance (OCG)**

*Director: Asst. Prof. Joel Javiniar*

*Contact: ocg updiliman at up edu ph; (02) 9289-5835; (02) 8981-8500 loc. 4501, 4502*

*Page: @ocg upd*

OCG provides counseling and psychological assessment services to students, faculty, and staff of UP Diliman. OCG commits to fulfill its vision of providing care to students to help them thrive in their stay in the University through career support programs, counseling and psychological assessment services, and promoting health & wellbeing.

**UPD Ugnayan ng Pahinungod**

*Director: Prof. Jocelyn Caragay*

*Contact: psppahinungod upd at up edu ph*

*Page: @updpahinungod*

In light of promoting volunteerism and fostering a holistic UP Community environment, the UPD Ugnayan ng Pahinungód provides community volunteer programs and peer support psychosocial service and training programs to members of the UP Community. You can apply to be a volunteer or be part of their peer psychosocial support program. They also offer online psychosocial support services during the pandemic.
Diliman Gender Office (DGO)
Officer-in-Charge: Ms. Kristel May Gomez-Magdaraog, RSW
Contact: updgo@up.edu.ph; 09663403602, 09474280190
Website: dgo.upd.edu.ph

DGO is UP Diliman's arm on anything related to orientation, promotion, and development of gender and sexuality concerns in the campus. They offer gender sensitivity orientations, legal and psychosocial programs, and even developed a gender-based violence referral system to which they are closely tied up with Office of Anti-Sexual Harassment (OASH). They are also conducting webinars on relationships and consent.

Student Ethics and Discipline

Office for Student Ethics (OSE)
Chair: Atty. Rosalio Aragon, Jr.
Contact: ose.upd@up.edu.ph, sdc.upd@up.edu.ph; (02) 8981-8500 loc. 4509; 09818500450
Page: @UPDilimanOSE

To foster a safe and nurturing University environment, OSE is an interdisciplinary office that provides programs on promoting awareness and implementation of the 2012 UP Student Code of Conduct. OSE hears cases of dispute covered by the UP Student Code of Conduct and they facilitate the rehabilitation needs of students involved in cases. If you also need a Good Moral Certification for academic or extracurricular purposes, you would have to get a clearance from the OSE through their bit.ly/OSEClearance form.

Office of Anti-Sexual Harassment (OASH)
Coordinator: Prof. Teresa Paula De Luna, PhD
Contact: oash.upd@up.edu.ph; 09610277867, 09666346949
Page: oash.upd.edu.ph; @updilimanoash

UP Diliman firmly stand against all forms of gender-based violence and discrimination. The OASH was established in light of combatting sexual harassment in the UP Community through promoting awareness about gender sensitivity, enforcing the Anti Sexual Harassment Code, and providing psychosocial support to students who are victims of gender-based violence and discrimination. To report cases, request for advice, or psychosocial support, OASH is accessible through their provided contact details. Together, let's make a gender safe UP Community.
Annex A: Directory of UPD Student Services Offices and Focals

<table>
<thead>
<tr>
<th>Unit/Institution</th>
<th>Complete Address</th>
<th>Head / Contact Details</th>
<th>Programs / Services</th>
<th>Contact Person / Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Office of the Vice Chancellor for Academic Affairs (OVCAA)          | Rm. 203, 2/F DILC Building Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City | Prof. Ma. Theresa Payongayong, PhD (VCAA) \[ovcaa.upd.edu.ph  
ovcaa.upd@up.edu.ph  
(02) 8928-5107  
(02) 8981-8500 loc.  
2586, 2583\]                                                                                                                                                                                                                                                                                                      |                    |                          |
| Office for the Advancement of Teaching (OAT)                        | G/F DILC Building, Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City     | Assoc. Prof. Jose Antonio Clemente, PhD (Director) \[oat.upd.edu.ph  
oata.udcoudiliman@up.edu.ph  
(02) 8981-8500 loc.  
2562  
09499313627  
09952590915\]                                                                                                                                                                                                                                                                                                      |                    |                          |
| Office of International Linkages (OIL) Diliman                      | Rm. 102, DILC Building, Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City | Prof. Carlene Pilar-Arceo, PhD (Director) \[international.upd.edu.ph  
international.upd@up.edu.ph  
(02) 8981-8500 loc.  
2561\]                                                                                                                                                                                                                                                                                                    |                    |                          |
| National Service Training Program (NSTP) Diliman                    | 4/F DILC Building Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City      | Asst. Prof. Dennis F. Quilala (Director) \[nstp.upd.edu.ph  
nstp.upd@up.edu.ph  
(02) 8981-8500 loc.  
4525\]                                                                                                                                                                                                                                                                                                    |                    |                          |
<table>
<thead>
<tr>
<th><strong>General Education Center (GEC) Diliman</strong></th>
<th>4/F DILC Building Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City</th>
<th>Assoc. Prof. Nancy Kimuell-Gabriel, PhD (Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>gec.upd.edu.ph <a href="mailto:gec_ovcaa.upd@up.edu.ph">gec_ovcaa.upd@up.edu.ph</a></td>
<td>(02) 8981-8500 loc. 2060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Office of Field Activities (OFA) Diliman</strong></th>
<th>4/F DILC Building, Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City</th>
<th>Asst. Prof. Arlyn Macapinlac (Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ofa.upd.edu.ph <a href="mailto:ofadiliman@up.edu.ph">ofadiliman@up.edu.ph</a> (02) 8981-8500 loc. 2509</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Interactive Learning Center (ILC) Diliman</strong></th>
<th>Rm. 201, 2/F DILC Building, Magsaysay Ave. cor. Apacible St., UP Diliman, Quezon City</th>
<th>Asst. Prof. Lorelei Grepo-Jalao (Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ilc.upd.edu.ph helpdesk.ilc.upd.edu.ph <a href="mailto:ilcdiliman@up.edu.ph">ilcdiliman@up.edu.ph</a> (02) 8920-9556 (02) 8981-8500 loc. 2058</td>
<td>University Virtual Learning Environment (UVLE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>University Library (UL) Diliman</strong></th>
<th>Gonzalez Hall, Apacible St., UP Diliman, Quezon City</th>
<th>Ms. Elvira Lapuz (University Librarian)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mainlib.upd.edu.ph <a href="mailto:library.undiliman@up.edu.ph">library.undiliman@up.edu.ph</a> (02) 8981-8500 loc. 2852, 2856</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Office of the University Registrar (OUR) Diliman</strong></th>
<th>The New OUR Building, T.M. Kalaw St., UP Diliman, Quezon City</th>
<th>Assoc. Prof. Maria Vanessa L. Oyzon (University Registrar)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>our.upd.edu.ph crs.upd.edu.ph <a href="mailto:our.diliman@up.edu.ph">our.diliman@up.edu.ph</a> (02) 8927-6084 (02) 8981-8500 loc. 4551, 4552, 4553</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Diliman Learning Resource Center (DLRC)</strong></th>
<th>Kamia Residence Hall, Quirino Ave., UP Diliman, Quezon City</th>
<th>Asst. Prof. Dan Anthony Dorado (Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@lrc.upd <a href="mailto:lrc.upd@up.edu.ph">lrc.upd@up.edu.ph</a></td>
<td>Kapihan sa Diliman Bridge Program for Freshies</td>
</tr>
<tr>
<td>Office of Student Housing (OSH)</td>
<td>2/F Acacia Residence Hall, Jose P. Laurel Sr. Ave. cor. Apacible St., UP Diliman Quezon City</td>
<td>Asst. Prof. Sarah Lumba-Tajonera (OIC)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>@updOSH osh.updiliman @up.edu.ph</td>
</tr>
<tr>
<td>Office of Scholarships and Grants (OSG)</td>
<td>Rm. 202, Institute for Small Scale Industries (ISSI), UP Diliman, Quezon City</td>
<td>Prof. Teresita Villamor-Barrameda, DSD (OIC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>@UPDilimanOSG <a href="mailto:osg.upd@up.edu.ph">osg.upd@up.edu.ph</a> (02) 8981-8500 loc. 4504, 4505, 4506</td>
</tr>
<tr>
<td>Financial Support</td>
<td>Grants-in-Aid Program (GIAP)</td>
<td>Aileen Reyes Armando de Leon sts.diliman @up.edu.ph Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>Student Loan</td>
<td>Ramona de la Paz Manuel Serrano osgstudentloanupd@<a href="mailto:d@up.edu.ph">d@up.edu.ph</a> Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>Adopt-a-Student Program</td>
<td>Charisma Faith Velasco <a href="mailto:osgadopt.upd@up.edu.ph">osgadopt.upd@up.edu.ph</a> Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>GSIS Student Insurance</td>
<td>Leo Angelo Vargas <a href="mailto:osginsurance.upd@up.edu.ph">osginsurance.upd@up.edu.ph</a> Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>Financial Assistance on Student Contingencies Program</td>
<td>Charisma Faith Velasco <a href="mailto:osgadopt.upd@up.edu.ph">osgadopt.upd@up.edu.ph</a> Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>Student and Graduate Assistantships Program</td>
<td>Arche Quijano <a href="mailto:osgsaga@up.edu.ph">osgsaga@up.edu.ph</a> Loc. 4505</td>
</tr>
<tr>
<td></td>
<td>Scholarships</td>
<td>Roselle Reyes Ma. Luisa Barrera Jonathan Barlaan osgscholarshipupd@<a href="mailto:d@up.edu.ph">d@up.edu.ph</a> Loc. 4506</td>
</tr>
<tr>
<td></td>
<td>DOST Scholarships</td>
<td>Billy Joseph Baustista dostcoregroup upd@<a href="mailto:d@up.edu.ph">d@up.edu.ph</a></td>
</tr>
</tbody>
</table>

Office of Student Housing (OSH)

2/F Acacia Residence Hall, Jose P. Laurel Sr. Ave. cor. Apacible St., UP Diliman Quezon City

Asst. Prof. Sarah Lumba-Tajonera (OIC)

@updOSH osh.updiliman @up.edu.ph
<table>
<thead>
<tr>
<th>Department / Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Food Service (UFS)</strong></td>
<td>Kalayaan Residence Hall Canteen, UP Diliman, Quezon City</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof. April Perez (OIC)</td>
</tr>
<tr>
<td></td>
<td>@UFSCafeofficial</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ufs.upd@up.edu.ph">ufs.upd@up.edu.ph</a></td>
</tr>
<tr>
<td></td>
<td>(02) 8981-8500 loc. 4638</td>
</tr>
<tr>
<td></td>
<td>09270657206</td>
</tr>
<tr>
<td><strong>Office for Initiatives in Culture and the Arts (OICA)</strong></td>
<td>CP Garcia Ave. cor. Purok Aguinaldo, UP Diliman, Quezon City</td>
</tr>
<tr>
<td></td>
<td>Prof. Cecilia De La Paz, PhD (Director)</td>
</tr>
<tr>
<td></td>
<td>oica.upd.edu.ph</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:oica.upd@up.edu.ph">oica.upd@up.edu.ph</a></td>
</tr>
<tr>
<td></td>
<td>(02) 8981-8500 loc. 2659, 2660</td>
</tr>
<tr>
<td><strong>OICA Grants</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:grants.oica.upd@up.edu.ph">grants.oica.upd@up.edu.ph</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Creative and Critical Thesis Grants in the Arts, Culture, and Humanities (CCTGACH)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cctgach.oica.upd@up.edu.ph">cctgach.oica.upd@up.edu.ph</a></td>
</tr>
<tr>
<td><strong>VACSSP</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vacssp.oica.upd@up.edu.ph">vacssp.oica.upd@up.edu.ph</a></td>
</tr>
<tr>
<td><strong>Special Projects</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:specialprojects.oica.upd@up.edu.ph">specialprojects.oica.upd@up.edu.ph</a></td>
</tr>
<tr>
<td><strong>Office of the Vice Chancellor for Research and Development (OVCRD)</strong></td>
<td>LG, PHIVOLCS Building, CP Garcia Ave., UP Diliman, Quezon City</td>
</tr>
<tr>
<td></td>
<td>Prof. Gonzalo Campoamor II, PhD</td>
</tr>
<tr>
<td></td>
<td>ovcrd.upd.edu.ph</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ovcrd@up.edu.ph">ovcrd@up.edu.ph</a></td>
</tr>
<tr>
<td></td>
<td>(02) 8981-8500 loc. 4048, 4049</td>
</tr>
<tr>
<td><strong>Health and Wellbeing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>University Health Service (UHS)</strong></td>
<td>Laurel Ave. cor. Apacible &amp; Agoncillo Sts., UP Diliman, Quezon City</td>
</tr>
<tr>
<td></td>
<td>Dr. Myrissa Alip (Director)</td>
</tr>
<tr>
<td></td>
<td>@UPDHealthService</td>
</tr>
<tr>
<td></td>
<td>uphs.appointlet.com</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:uhs.updiliman@up.edu.ph">uhs.updiliman@up.edu.ph</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Silungang Molave (SiM)</strong></td>
<td>Molave Residence Hall, Magsaysay Ave., UP Diliman, Quezon City</td>
</tr>
<tr>
<td><strong>UPD PsycServ</strong></td>
<td>209B Lagmay Hall, Roxas Ave, UP Diliman, Quezon City</td>
</tr>
<tr>
<td><strong>Office of Counseling and Guidance (OCG)</strong></td>
<td>Rm. 3206, Pavilion 3, 2/F, CAL Building, Quirino Ave., UP Diliman, Quezon City</td>
</tr>
<tr>
<td><strong>UPD Ugnayan ng Pahinungod</strong></td>
<td>Room 305, College of Social Work and Community Development, Magsaysay Ave., UP Diliman, Quezon City</td>
</tr>
<tr>
<td><strong>Diliman Gender Office (DGO)</strong></td>
<td>2/F Benton Hall, M. Roxas St., UP Diliman, Quezon City</td>
</tr>
</tbody>
</table>

**Student Ethics and Discipline**

| **Office for Student Ethics (OSE)** | Rm. 515, Melchor Hall (College of Engineering), UP Diliman, Quezon City | Atty. Rosalio Aragon, Jr. (Chair) | @UPDilimanOSE ose.upd@up.edu.ph sdc.upd@up.edu.ph |
### Annex B: UP System Directory of Mental Health Service Providers

View the [UP System Directory of Mental Health Service Providers](#) collated by the Office of Student Financial Assistance (OSFA) under Assistant Vice President for Student Affairs Richard Philip A. Gonzalo for the complete list of UP’s mental health service providers near you.

<table>
<thead>
<tr>
<th>Unit / Institution</th>
<th>Address</th>
<th>Contact Person / Contact Details</th>
<th>Schedule of Availability of Services</th>
<th>Applicable Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UP - AFFILIATED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPD Office of Counseling and Guidance (OCG)</td>
<td>Room 3208 CAL Pavilion 3, UP Diliman, Quezon City</td>
<td>(02) 8981 8500 local 4502 <a href="mailto:ocg.updiliman@up.edu.ph">ocg.updiliman@up.edu.ph</a></td>
<td>Monday to Friday 8:00 AM to 5:00 PM</td>
<td>Free for UP students and staff</td>
</tr>
<tr>
<td>UPD PsycServ</td>
<td>209B Lagmay Hall, UP Diliman, Quezon City</td>
<td>facebook.com/updpsycserv <a href="mailto:psycserv.upd@up.edu.ph">psycserv.upd@up.edu.ph</a> 09167573157 09063743466</td>
<td>Monday to Friday 8:00 AM to 5:00 PM</td>
<td>Free for UP students and staff</td>
</tr>
<tr>
<td>Dr. Dinah Palmera Nadera / Dr. Bernadette Carandang</td>
<td>University Health Service, UPD, Quezon City</td>
<td><a href="mailto:lusogisip.uhs@gmail.com">lusogisip.uhs@gmail.com</a> uphs.appointlet.com</td>
<td>By appointment</td>
<td>Free for UP students and employees</td>
</tr>
<tr>
<td>Francine Bofill</td>
<td>Ward 7 UP Philippine General Hospital, Manila</td>
<td><a href="mailto:pghpsychiatry@gmail.com">pghpsychiatry@gmail.com</a></td>
<td>Monday to Friday 8:00 AM to 5:00 PM</td>
<td>Free for UP students</td>
</tr>
<tr>
<td>PGH Psychiatry Residents, Fellows, and Consultants</td>
<td>Ward 7 PGH, Manila</td>
<td><a href="mailto:pghpsychiatry@gmail.com">pghpsychiatry@gmail.com</a></td>
<td>Emergency: Any time or day</td>
<td>Free for UP students</td>
</tr>
<tr>
<td><strong>NON-UP - AFFILIATED</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Psychiatry</strong>&lt;br&gt;Out-patient Dept., Baguio General Hospital (BGH)**</td>
<td>Marcos Highway, Baguio City</td>
<td>Doctor on duty</td>
<td>8:00 AM to 3:00 PM</td>
<td>Free consultation&lt;br&gt;Prescribed medicines to be bought by the client from pharmacies</td>
</tr>
<tr>
<td>Quezon City General Hospital Department of Psychiatry</td>
<td>Seminary Rd, Project 8, Quezon City, Metro Manila</td>
<td><a href="https://www.facebook.com/Department-of-Psychiatry-QCGH-109835784076605">https://www.facebook.com/Department-of-Psychiatry-QCGH-109835784076605</a></td>
<td>Monday to Friday 8:00 AM to 5:00 PM</td>
<td>40.00 pesos per consult online.</td>
</tr>
<tr>
<td>Mindcare Club</td>
<td>2nd Floor, Urban Turf, Ayala UP Town Center, Katipunan Ave, Quezon City, 1108 Metro Manila</td>
<td><a href="https://mindcareclub.org/">https://mindcareclub.org/</a></td>
<td>Monday to Sunday 8:00 AM to 5:00 PM</td>
<td>P895.00 initial session, then P1500 upwards. private, online</td>
</tr>
<tr>
<td>Western Visayas Medical Center - Psychiatry</td>
<td>Department of Psychiatry, Western Visayas Medical Center, Q. Abeto Street, Mandurriao, Iloilo City</td>
<td>09310251276 <a href="mailto:wvmcpsychiatry@gmail.com">wvmcpsychiatry@gmail.com</a></td>
<td>Telepsychiatry&lt;br&gt;Monday to Thursday 8:00AM-5:00 PM&lt;br&gt;Friday 9:00AM to 5:00PM</td>
<td>With consultation fee</td>
</tr>
<tr>
<td>Saint Paul’s Hospital Iloilo</td>
<td>Room 238 Spice Building, Saint Paul’s Hospital Iloilo, General Luna Street, Iloilo City</td>
<td>09176345887 <a href="mailto:amargodiosdado@gmail.com">amargodiosdado@gmail.com</a></td>
<td>By appointment, to be scheduled by calling (033) 337 2741 local 8238</td>
<td>Free or discounted rate based on the capacity to pay of the student</td>
</tr>
<tr>
<td>Hospital / Center</td>
<td>Address / Location</td>
<td>Contact Information</td>
<td>Availability</td>
<td>Consultation Fee</td>
</tr>
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</tr>
<tr>
<td>QualiMed Hospital - Iloilo</td>
<td>3rd Floor, MedExcel Clinic, Mandurriao, Iloilo City</td>
<td>09285000259 <a href="mailto:dshrink2002@yahoo.com">dshrink2002@yahoo.com</a></td>
<td>By appointment online (no face to face consultation) Tuesdays 4:00 PM to 6:00 PM</td>
<td>With consultation fee</td>
</tr>
<tr>
<td>Iloilo Doctors Hospital</td>
<td>207 Medical Arts Condominium, Iloilo Doctors Hospital, West Avenue, Molo, Iloilo City</td>
<td>09189247924</td>
<td>By appointment, every Tuesday, Thursday, and Saturday</td>
<td>With consultation fee</td>
</tr>
<tr>
<td>RT Romualdez Hospital</td>
<td>Calanipawan Road, Tacloban City</td>
<td>09561301895 <a href="mailto:cajanotess@gmail.com">cajanotess@gmail.com</a></td>
<td>Saturday 1:00 PM to 4:00 PM</td>
<td>Consultation Fee ₱800 per client</td>
</tr>
<tr>
<td>Eastern Visayas Regional Medical Center</td>
<td>Dept of Psychiatry, Eastern Visayas Regional Medical Center, Magsaysay Blvd.</td>
<td>09154591868</td>
<td>On-call</td>
<td>₱1,500 per client</td>
</tr>
<tr>
<td>Southern Philippines Medical Center - IPBM</td>
<td>J.P. Laurel Avenue, Bajada, Davao City</td>
<td>Smart Hotline: 09992249783 TM Hotline: 09360689225</td>
<td>By appointment Monday to Friday 8:00 AM to 3:00 PM</td>
<td>Free</td>
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Annex C: Additional Memoranda on Student Services

OVCSA-LRS-2021-001: Moratorium on Student Loans for the Second Semester AY 2020-2021

Memorandum No. LRS-2021-001

TO : All Deans, All College Secretaries, and Heads of Units
     UP Diliman

FROM : LOUISE JASPERSONIDO
       Vice Chancellor for Student Affairs

SUBJECT : Moratorium on Student Loans for the Second Semester
          AY 2020-2021

DATE : 25 January 2021

This is to announce a moratorium on unpaid student loans for the Second Semester Academic Year 2020-2021 to allow students with outstanding loans to postpone payment and enroll without needing to file an appeal. Likewise, students may apply for financial assistance notwithstanding previous loan obligations, if any. Interest charges on outstanding loans are also waived for the period of coverage of this moratorium.

Because of the extraordinary circumstances of the pandemic, many students and their families are facing great socio-economic challenges. In the spirit that the UP Board of Regents during its 1287th meeting on April 12, 2013 approved the policy that “no qualified UP student shall be denied access to education due to financial incapacity,” the moratorium announced herewith is to ensure that no student is prevented from registering and fulfilling class requirements, nor have his/her grade withheld, on account of economic limitations.

This moratorium does not preclude the necessity for graduating students with loan obligations to settle their accountabilities as a condition for the release of their diploma, transcript of records, clearance, and other academic credentials from the University.

Students needing to avail themselves of the moratorium may request temporary lifting of their accountability tag in CRS through osgstudentloan upd@up.edu.ph

GC: Office of Scholarships and Grants
    Office of the University Registrar
OVCSA-LRS-2021-013: Expansion in the Coverage of Financial Assistance for Student Contingencies Program (FASCP)

Memorandum No. LRS-2021-013

TO : Deans, College Secretaries, Heads of Units, and UPIS Principal Students

UP Diliman

FROM : LOURDES J. SONIDO
Vice Chancellor for Student Affairs

SUBJECT : Expansion in the Coverage of Financial Assistance for Student Contingencies Program (FASCP)

DATE : 03 May 2021

On the basis of Chancellor Fidel R. Nemenzo’s Memorandum No. 21-142 which expands the coverage of the Financial Assistance for Student Contingencies Program (FASCP), all officially registered students of UP Diliman and its extension campuses/programs, undergraduate and graduate students, cross-registrants, Juris Doctor students, and those enrolled for a second degree, in diploma, and/or certificate courses are eligible for financial assistance for medical expenses incurred due to accidents and illnesses for the duration of the COVID-19 pandemic.

I. BENEFITS

Financial assistance shall be given on a reimbursement basis, net of PhilHealth and other health insurances, not to exceed P20,000.00 per student per academic year.

Students may avail of this benefit more than once within the academic year.

Medical expenses subject to reimbursement include the following:
1. Diagnostic examinations
2. Medications
3. Hospital fees such as OR fees and for accommodation

Professional fees will not be reimbursed.

Additional appeals for student contingency will be subject to the approval of the Diliman Committee on Scholarships and Financial Assistance.

II. REQUIREMENTS

Applications for financial assistance must be supported by the following:
1. Medical certificate and/or Clinical Abstract
2. Original official receipts with itemized breakdown of expenses such as for diagnostic examinations, hospital accommodation, OR fees, medicines (with accompanying prescriptions if bought outside hospital), medical supplies
3. Validated Form 5; (Registration Form with OR number for UPIS students)

Claimants must fill out the form and upload the requisite document through bit.ly/OSGfascp and email Ms. Charis Faith Velasco at oogadopt upd at up.edu.ph with the subject heading “FASCP claim” to notify UPD OSG of your application.

For guidance and widest dissemination. Thank you.
UNIVERSITY OF THE PHILIPPINES
DILIMAN
QUEZON CITY
VOIP TRUNKLINE 981-8500 LOCAL: 2558, 2556
DIRECT LINE: (632) 929-5401, (632) 927-1835
FAX: (632) 928-2863
E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

27 April 2021

MEMORANDUM NO. FRN-21-142

To
Deans, College Secretaries, Heads of Units, and Faculty Students

Subject
Expansion of the Coverage of the Financial Assistance for Student Contingencies Program (FASCP) during the COVID-19 pandemic

This Memorandum is being issued to expand the coverage of the Financial Assistance for Student Contingencies Program (FASCP) under the UPD Office of Scholarships and Grants in aid of students directly or indirectly affected by the health crisis. FASCP shall thus cover, not only accidents resulting in injuries or death, but also medical expenses due to illness for the duration of the COVID-19 pandemic.

Officially enrolled UP Diliman students should be able to reimburse, net of PhilHealth and other health insurances, up to a maximum of P20,000.00 in claims per academic year. This covers:

1. diagnostic examinations,
2. medications, and
3. hospitalization, such as OR fees and/or accommodation.

The Office of the Vice Chancellor for Student Affairs will release the guidelines for eligible applications of this program.

FIDEL R. NEMENZO, DSc
Chancellor
Annex D: Memoranda on Academic Policies

OVPAA-2021-19: Guidelines for the Remainder of AY 2020-2021

Office of the Vice President for Academic Affairs

2 February 2021

OVPAA Memorandum No. 2021-19

For: The Vice-Chancellors for Academic Affairs
University Registrars

Through: The Chancellors

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Re: GUIDELINES FOR THE REMAINDER OF AY 2020-2021

As we continue with remote teaching and learning for the remainder of Academic Year 2020-2021, please be guided by the following:

COURSE PACK COMPLETION

Completed course packs — composed of a course guide/detailed syllabus and learning resources with study guides, assignment and/or activity guides — should be uploaded in the CU Learning Management System or distributed through USBs or as printed material, as needed, by the 1 March 2021 start of classes for the Second Semester AY 2020-2021.

Faculty members with more than two (2) full course packs to prepare may make available at least half of the course pack for each of these courses, covering the first half of the semester, by 1 March 2021, and the remaining half by 5 April 2021.

COURSE PACK INCENTIVE

Only course packs for courses offered in the Second Semester / Trimester AY 2020-2021 are eligible for course pack incentives unless the course pack incentive was previously given for the course (i.e. if the course was offered also in the First Semester / Trimester AY 2020-2021). Course packs for courses offered in the Second Semester / Trimester AY 2020-2021 that were offered in the First Semester / Trimester AY 2020-
2021 but have not been granted course pack incentives may be eligible for 50% of the incentive in the Second Semester / Trimester AY 2020-2021.

An honorarium of Php 9,000.00 will be given for every complete course pack prepared for a 3-unit course, pro-rated among faculty involved in the preparation. The individual faculty, department chairs/institute directors, and deans must ensure the completeness of the course packs before submission to the Office of the Vice Chancellor for Academic Affairs.

When more than one faculty is involved in the preparation of the course pack, the honorarium will be pro-rated based on the number of faculty who collaborated, with each faculty receiving not less than Php 3,000.00. However, the total honorarium paid for a course pack should not exceed Php 15,000.00. In instances when more than five faculty are involved in the preparation of a course pack, then the Php 15,000.00 will be pro-rated among the faculty.

Multiple course pack preparations for the same course will be treated as a collaboration, and the grant of the course pack incentive shall be as outlined in the previous paragraph.

In instances when the faculty needs to fulfill the required total load credit (TLC) for the semester, a credit unit incentive of 1.5 unit per course pack prepared for a 3-unit course may be applied for, subject to the approval of the academic unit and contingent on the available faculty resource vis-a-vis courses that need to be offered for the semester. The credit course incentive shall not be used for teaching overload and for reducing one’s workload.

Teaching Assistants (TAs) and Teaching Fellows (TFs) are not entitled to the incentive; they may be given only the credit load incentive.

Lecturers who are involved in the preparation of complete course packs may be given an honorarium commensurate to their involvement in the course pack preparation as outlined above.

**SUSPENDED ACADEMIC RULES**

For the Second Semester AY 2020-2021, only the rule on the regular course load of students is suspended. For this semester, the regular course load will remain to be 12 units. In the Midyear 2021, students may enroll up to 9 units of course credits.

Further, students who incurred an INC or 4.0 in the First Semester / Trimester AY 2019-2020, may be allowed to complete the INC or remove the 4.0 up to the end of the Second Semester / Trimester AY 2020-2021, correspondingly. This is in view of the shortened Second Semester AY 2019 - 2020 and Second / Third Trimester AY 2019 - 2020.

A student enrolled in a course in the First Semester / Trimester AY 2020-2021 that is a prerequisite to another shall be allowed to enroll in the latter course for credit in the Second Semester / Trimester AY 2020-2021, despite having a grade of INC.
COPYRIGHT GUIDELINES

OVPAAM Memorandum 2020-91 issued on 17 August 2020 provided guidelines and FAQs in using and incorporating copyrighted materials in course packs. In addition to the said guidelines, the Technical Working Group for Copyright curated and developed guidelines and resources, specifically on fair use, obtaining third party permissions, and copyright ownership and licensing. These guidelines are available at https://ftbdo.up.edu.ph/policies/copyright-guidelines/.

STUDENT EVALUATION OF TEACHING (SET)

The SET should be administered in the Second Semester / Trimester AY 2020-2021 and Midyear 2021. The SET instrument for these terms will be for developmental purposes and will not be used for faculty performance evaluation.

GRADING SYSTEM

1. The established University grading system shall be applied in the Second Semester / Trimester AY 2020-2021 and Midyear 2021.
2. As provided by the Second Semester AY 2019-2020 guidelines in the light of COVID-19, the faculty are reminded that a DRP is submitted for students who failed to complete requirements by 31 May 2021 in courses with deferred grade in the Second Semester AY 2019-2020.
3. A DRP submitted in the First Semester AY 2020-2021 will be annotated as “due to COVID-19” in the transcript of records.
4. If a student applied for honorable dismissal before 31 May 2021, courses with deferred grade will be given a DRP by the faculty concerned. However, if the student complied with the requirements prior to application for honorable dismissal, then a final grade should be given by the faculty.

APPOINTMENT OF TAs/TFs

The effectivity of appointment of Teaching Associates (TAs) and Teaching Fellows (TFs) for the Second Semester AY 2020-2021 will be from 1 February – 30 June 2021.

ADDITIONAL REMINDERS

1. The recommended class size is 25 for an undergraduate course and 15 for a graduate course subject to the nature of the course and the availability of faculty resource of the academic unit.
2. Academic units are encouraged to institutionalize a mechanism for student monitoring and support through advising by possibly expanding the role of the registration advisers or creating a program advising system.

Thank you for your continued cooperation.
MEMORANDUM NO. OVCAA MTTP 21 - 017

To Deans, Directors, and Heads Academic Units

From MA. THERESA T. PAON-GAYONG, PhD
Vice Chancellor for Academic Affairs

Subject Additional Guidelines for the Remainder of AY 2020-2021

Date 17 February 2021

Please be guided by the following resolutions of the UP System Academic Affairs Committee related to academic policies for implementation for the remainder of the Academic Year 2020-2021:

1. For courses that require face-to-face activities for the completion of requirements (e.g., lab, thesis, dissertation), the following will apply:

   a. If said course was taken in the Second Semester AY 2019-2020 and First Semester AY 2020-2021, then the grade will be deferred and will remain to be so until the immediate term when face-to-face is already allowed and the student is allowed to complete the requirements of the course.

   b. If said course was taken in the First Semester AY 2020-2021 and a grade of INC was submitted, the faculty is to process an administrative withdrawal of the INC. The course will effectively have a deferred grade until the immediate term when face-to-face is already allowed and the student is allowed to complete the requirements of the course.

   c. If said course was taken in the Second Semester 2018-2019 and in the First Semester AY 2019-2020, and a grade of INC was incurred, then said course may be completed until the immediate term, when face-to-face is allowed and the student is allowed to complete the requirements of the course.

   d. If the student is graduating during the term when the said course has a deferred grade, then s/he is deemed to be in residence until the term when face-to-face is already allowed and completes the requirements of the course. Upon completion of the requirement of the said course, s/he may be recommended for graduation during the term when the course with the deferred grade was enrolled in.

   e. The OUR will facilitate the identification of these courses and send a list to the academic units for verification and confirmation.
2. On the weighted grade average
   
   a. Given the circumstances of the Second Semester AY 2019-2020 i.e., the University’s shift to remote learning without much preparation due to the COVID-19 pandemic and the end of classes on 30 April 2020, numerical grades earned in that semester are not for inclusion in the computation of the weighted grade average.
   
   b. In light of the foregoing situation, there will be no honorific scholarships – College Scholar and University Scholar – for the Second Semester AY 2019-2020.
   
3. An INC incurred for a course in the First Semester AY 2020-2021 that is not completed within the prescription period of one year will remain an INC and annotated with "due to COVID-19".
   
4. Courses enrolled in the Second Semester AY 2019-2020 with deferred grades may be completed until the end of the Second Semester AY 2020-2021 or beyond 31 May 2021 as originally stipulated in OVPAA Memorandum No. 2020-46.
   
5. Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load– starting 1 February 2021 for the Second Semester AY 2020-2021 per OVPAA Memorandum No. 2021-7– despite the shortened semesters in the modified AY 2020-2021 academic calendar since the remote mode of teaching and learning requires additional time for course pack preparation prior to the start of the semester and closer monitoring of individual students, especially those with poor signals and access to online facilities, beyond the usual lecture hours in a normal semester.

Thank you for informing the faculty and students in your respective colleges/schools.
Office of the Vice President for Academic Affairs

19 April 2021

OVPAA Memorandum No. 2021-61

For: Department Chairpersons
Institute Directors / Program Coordinators
The Faculty

Through: The CU Chancellors
The Vice Chancellors for Academic Affairs

Columbia

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Re: Reminders on University Policies Related to Remote Teaching and Learning Implementation

In this period of continuing uncertainty and relentless challenges posed by the COVID-19 pandemic and more recently, by Super Typhoon Balingo in Eastern Visayas, we are sharing with the UP Faculty the following reminders that were discussed in the meetings of the UP System Academic Affairs Committee (AAC) consisting of the Assistant Vice Presidents for Academic Affairs, Vice Chancellors for Academic Affairs and Vice Chancellors for Research and Extension/Development; as well as the President's Advisory Council (PAC) composed of the Chancellors, PGH and BGC Directors and the EXECOM of the UP System.

1. Stringent Deadlines

Given the extraordinary stresses we are all experiencing at this time, please:
   a. allow students to submit work after the deadline until the end of the semester, through the LMS and/or through email; and,
   b. on a case-to-case basis, grant consideration to students who are unable to meet deadlines due to their particular contexts.

2. Feedback

The faculty is reminded that providing feedback to their students is an important aspect of learning. While isolated, there have been instances of students complaining to CU
officials or through social media about receiving neither feedback for their coursework nor responses to their emails or messages. Please make sure to:

a. provide timely feedback through the learning platform/s or through email;
b. give timely responses to any email/message that students send;
c. reach out and consult students regarding their current status; and,
d. be available for consultation (faculty availability for consultation is expected to have been indicated in the course guides).

3. Academic Requirements

Guided by the expected learning outcomes of the course, faculty members are enjoined to review the course requirements for the remainder of the semester and ensure that only those that are most essential are required.

Some students opted to enroll in 18 to 21 units this semester, even when the regular student load was reduced to 12 units. Please urge students who seem unable to cope with their workload to seek advice from their adviser/instructor. They may opt to drop the course. ‘DRP’ will be annotated in the Transcript of Records as a grade obtained in the time of the COVID-19 pandemic.

4. Optional Attendance for Synchronous Classes

The faculty is reminded that attendance in synchronous classes should not be required given the unequal access of students to reliable internet providers and the country’s limited internet infrastructure vis-à-vis those of its ASEAN neighbors. Recordings of the synchronous classes should be made available to students for the whole semester. No graded activities should be held during synchronous classes.

5. Reading Break

The reading break is meant to allow students to catch up, focus and understand the course learning materials given them. They may do advance reading or simply take a break from grappling with heavy course demands, on the one hand, and a high level of COVID19-induced anxiety, on the other. For faculty members, this break may be a time to further reflect on adjustments to be made in course delivery and assessment, if any, or to rest from close monitoring of learning among students. During the Reading Week, there should be no synchronous sessions and no asynchronous activities or assessments. There should also be no deadlines for course requirements due this week.

6. No Fail Policy

Since the COVID-19 pandemic has not abated, the no-fail policy applied during the First Semester AY2020-2021 will be implemented during the Second Semester AY2020-2021. A faculty member may DROP a student whose status is failing or whose performance is unsatisfactory, but no student shall receive a grade of 4 or 5 for the
Second Semester AY 2020-2021. As stated in 3 above, ‘DRP’ will be annotated in the Transcript of Records as a grade obtained in the time of the COVID-19 pandemic.

We thank our faculty, faculty administrators and non-academic support staff for their fortitude and for being one with UP’s commitment to uphold the general welfare of its students and the practice of compassion and flexibility during these difficult times. Their efforts in carrying out the University’s responsibility to ensure continuity of learning despite the demands of remote teaching and the anxiety resulting from the surge in COVID-19 cases are laudable.

However, surviving the challenges of life and work in the midst of a crisis, whose resolution remains uncertain, entails the steadfast support of a caring academic community that kindly watches out for its members. For this reason, we urge the Departments and Institutes, as the smallest units of the University, to check on each member regularly, foster collaborative teaching efforts to lighten each other’s load and help those adversely affected by the crisis. In turn, the bigger units in the CUs are urged to organize virtual activities for sharing academic best practices and, equally important, for enhancing the emotional resilience and well-being of their constituents.

As the country’s National University, we will make every effort to ensure that we will thrive under difficult circumstances.

Thank you and keep safe.
OVPAA-2021-61A: Addendum to the Reminders on University Policies Related to Remote Teaching and Learning Implementation

Office of the Vice President for Academic Affairs

28 April 2021

OVPAA Memorandum No. 2021-61A

For: Department Chairpersons
     Institute Directors / Program Coordinators
     The Faculty

Through: The CU Chancellors
         The Vice Chancellors for Academic Affairs

From: Maria Cynthia Rose Banzon Bautista
      Vice-President for Academic Affairs

Re: Addendum to the Reminders on University Policies Related to Remote Teaching and Learning Implementation

With reference to OVPAA Memo No. 2021-61, the following clarifications and additional reminders are issued for your guidance.

1. Stringent Deadlines

While the Second Semester officially ends on the day of the UP General Commencement Exercises, the “end of semester” mentioned in OVPAA Memo No. 2021-61 refers to the end of finals week to allow students to comply with course requirements beyond the deadline.

2. Optional Attendance for Synchronous Classes

Assessments such as examinations (written or oral) may be scheduled during class time. Item 4 of OVPAA Memo No. 2021-61 does not disallow this. Attendance during synchronous classes should not be required and students should be allowed to make up for any graded activities given synchronously or asynchronously. The faculty should also make arrangements, such as providing the recording of the synchronous classes, for students who miss synchronous classes.
3. No Fail Policy

The following guidance on grading of students is given in relation to the implementation of the no fail policy:

a. Students who never participated in class nor communicated with the course instructor/s may be given a DRP;
b. Students with incomplete requirements and failing standing shall be given an INC;
c. Students with complete requirements but failing standing shall be given a DRP;
d. Students with complete requirements and passing standing shall be given a final grade; and,
e. Students enrolled in courses such as laboratory, thesis, dissertation and others that require face-to-face activities for the completion of requirements will have their grades deferred in consonance with OVPAA Memo No. 2021-19A unless alternatives are determined as provided by OVPAA Memo No. 2021-57 in which case a grade will be given.

Students may opt to voluntarily drop the course and the DRP will be annotated as due to COVID-19.

4. Deadline for Dropping and Leave of Absence

Students will be allowed to drop a course or file for leave of absence up to the end of classes of the Second Semester AY 2020-2021. Previously announced deadlines are retracted.

Thank you and keep safe.
Annex E: COVID-19 Home Care Algorithm

Annex F: COVID-19 Home Monitoring Sheet

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<th>Address</th>
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PGH Telegabay. "Kung may exposure sa COVID o may mild na COVID." Facebook, April 16, 2021. [https://www.facebook.com/pghegabay/posts/102320758665482](https://www.facebook.com/pghegabay/posts/102320758665482)
Annex G: Surviving Long Distance/Remote Learning Webinar Series

The Surviving Long Distance/Remote Learning webinar series was a series of online talks on remote learning organized for students by the UP Diliman Office of the Vice Chancellor for Student Affairs (OVCSA) in February 2021. This was in response to the perceived gap in the onboarding of students during the 2020 transition to remote learning necessitated by the closure of campuses because of the COVID-19 pandemic.

Those who missed the live viewing of these webinars can read the synthesis here or watch the recorded videos in this Surviving LDR(L) collection, or listen to and download the audio files in Spotify. Below is a quick guide on the contents of each installment.

I Deserve An Explanation! I Deserve An Acceptable Reason!: Coping with Remote Learning (01 February 2021, 3-5 pm)

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<tr>
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<td>bit.ly/SLDRLWeb1Vid</td>
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<tr>
<td>Asst. Prof. Crizel Sicat-de Laza</td>
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<tr>
<td>Optimizing the Benefits of Remote Learning</td>
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<td>Prof. Grace Koo</td>
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<td>Honor and Adequacy?: Navigating Changed Learning Spaces</td>
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<td>Assoc. Prof. Jose Antonio Clemente</td>
<td>01:13:14</td>
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<td>Best Practices of Student Reactor</td>
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<td>Robin Jacob Traballo (CSSP)</td>
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Am I Not Enough? May Kulang Ba Sa Akin? May Mali Ba Sa Akin?: Managing Your Mental Health (08 February 2021, 3-5 pm)

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<th>AUDIO FILES</th>
<th>FACEBOOK LIVE VIDEO</th>
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<tr>
<td>Asst. Prof. Joel Javiniar</td>
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<td>reinvigorated Resilience in Digital Education</td>
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<td>Dr. Mary Ann Gina Valderrama</td>
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<td>I Can Be Changed by What Happens To Me: Lessons Learned</td>
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<td>Dr. Gieselle Patricia Principe</td>
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**Pero Bakit Parang Galit Ka? Pero Bakit Parang Kasalanat Ko?: Communication Skills**
(15 February 2021, 4:30-7 pm)

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<td>Asst. Prof. Dan Anthony Dorado</td>
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<td>LDR sa Panahon ng Pandemya: Communication in Learning Done Remotely</td>
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<td>Asst. Prof. Jon Paul Maligalig</td>
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<td>None of Us are Telepathic: Communicating Clearly in the Time of Remote Learning</td>
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<td>Asst. Prof. Gabriela Lee</td>
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<td>Kaya ba today? Practicing Responsible Online Political Engagement in Challenging Times</td>
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<td>Asst. Prof. Charles Erize Ladia</td>
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<td>John Ray Dionisio (CHE)</td>
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**Akala Mo Lang Wala...Pero Meron! Meron! Meron!: Information and Digital Literacy**
(22 February 2021, 3-5 pm)

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<td>VCSA Asst. Prof. Louise Jashil Sonido</td>
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<td>Information Literacy and Remote Learning</td>
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<td>Asst. Prof. Yhna Therese Santos</td>
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<td>Defy the Distance!: A look at the role of online learning communities in overcoming the challenges of geographically-challenged learning</td>
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<td>Bea Camille Cortez (College of Fine Arts)</td>
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